

Time and Attendance Technology for Landscape Contractors

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What Is Currently In Use:

96% - Handwritten Time Sheets

- Completed by workers
- Completed by foremen
- Completed by both

4% - Automated System

- Moves with the crew leader/supervisor
- Attached permanently at the sites

The Dilemma:

Labor is single largest business expense...
... and it is being tracked by the honor
system.

Fact: Most timecards are completed at the
end of the week.

Why Do Companies Automate?

- ❖ **Fact #1** – APA reports that switching immediately saves 9% off payroll.
- ❖ **Fact #2** – Industry specific research shows 43 minutes/day in “time theft.”
- ❖ **Fact #3** – Typical ROI on automated system is less than 6 months.

Where Do Losses Occur?

- Employee Time Rounding (unintentional)
- Manual Calculation Errors (unintentional)
- Buddy Punching (intentional)
- Payroll Preparation Time (unavoidable)
- Underbidding Jobs (unavoidable)

6 Reasons Companies Automate

1. Payroll savings
2. Automates record keeping requirements
3. Eliminated pay disputes
4. Morale improvement
5. Reduced payroll processing time
6. Allows accurate bidding/job costing

5 Reasons Companies Hold Back

- Anticipation of employee resistance
- Initial cost
- Not aware of available technology
- Lack of time to implement
- “Technology Skepticism”

5 Requirements of a Good System

1. It must work the way you do
2. It must be accurate and reliable
3. It must be easy to use
4. It must be durable – “construction grade”
5. It must include good technical support

3 Types of Timekeeping Systems

1. Phone call-in systems
2. Foreman-managed system
3. Portable jobsite-affixed system

1. Phone Call-in System

Pros

- ✓ Service business
- ✓ GPS
- ✓ Tracks job codes
- ✓ Moderate cost
- ✓ Tracks in real time

Cons

- ✓ Cell access required
- ✓ Splitting of crews
- ✓ Employee training
- ✓ Monthly service fee
- ✓ Too much time

2. Foreman-Managed System

Pros

- ✓ Eliminates buddy-punching
- ✓ Easy employee use
- ✓ Tracks job codes
- ✓ Good for larger sites
- ✓ No monthly fee
- ✓ Job-specific tracking

Cons

- ✓ Foreman arrives first, leaves last
- ✓ Foreman responsibility
- ✓ Foreman training
- ✓ Some are not well suited for small crews
- ✓ High up-front cost
- ✓ Foreman present at each jobsite

3. Portable Site-affixed System

Pros

- ✓ Best for larger jobs
- ✓ Unsupervised sites
- ✓ Foreman not the timekeeper
- ✓ Easy foreman/worker use
- ✓ Tracks labor codes
- ✓ Moderate cost, no monthly fee

Cons

- ✓ Less for service-based businesses
- ✓ Exposure to vandalism
- ✓ Records collected each pay period
- ✓ Buddy punching manually verified
- ✓ Limit on cost codes
- ✓ Requires AC

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The Bottom Line

Overcoming obstacles to automating payroll increases profit by saving on:

1. Accurately paying workers
2. Payroll preparation time
3. Accurately bidding jobs